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9 August 1951

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MEMORANDUM FOR: Assistant Director of Training

FROM :

[Redacted]

SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

Administration of a Career Management or Management Development Program. Pending decision of area of authority, O/TR versus Personnel, this basic mission appears in doubt.

b. Major Functions:

Have acted and am acting as a task force on special assignments and as an advisor (of sorts) to D/TR.

c. Major Tasks:

Working with Management on the organization of the enlarged Office of Training.

d. Personnel Support:

Occasional secretary.

e. Completed Tasks:

1. Worked on the briefing of Strategic Intelligence; completed digest of book, approval by Kent, and issuance of three digests, now used in orientation, etc.
2. Study of executive management and development plans in and out of the Agency. Culminated in a report, Tab (Appendix) I, in "A Program for the Establishment of a Career Corps in CIA" submitted to Gen. Smith.

3.

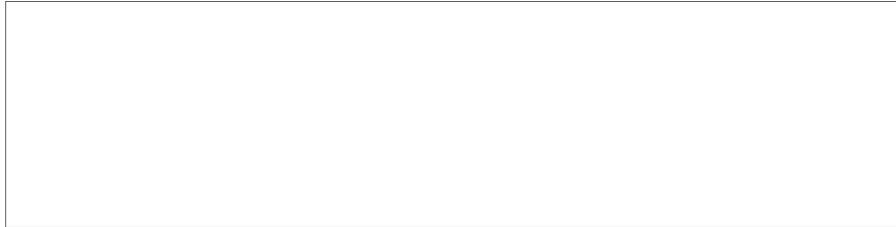
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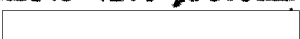
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4.



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5. Study and coordination of administrative procedures at UTC/A (review and assist by  and a subsequent re-study when procedures appeared unsatisfactory.

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f. FUTURE TASKS PLANNED:

Study with Management on O/TR (see c)

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